



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**BRYCE HOSPITAL**  
1651 RUBY TYLER PARKWAY  
TUSCALOOSA, ALABAMA 35404  
205-507-8000  
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL  
COMMISSIONER

AUDREY MCSHAN  
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION  
AN EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Mental Health Stock Clerk

**NUMBER:** 22-04

**JOB CODE:** M8000

**DATE:** January 28, 2022

**JOB LOCATION:** Bryce Hospital  
Tuscaloosa, Alabama

**POSITION NO.:** 8801873

**SALARY RANGE:** 48 (\$22,149.60 - \$31,317.60 Annually)

**MINIMUM QUALIFICATIONS:** Graduation from a standard senior high school. Some experience (12 months or more) in clerical or stockroom work.

**NECESSARY SPECIAL REQUIREMENT:** Good physical condition to permit the lifting and moving of heavy objects.

**KIND OF WORK:** This is routine manual and clerical work in the Bryce Hospital Supply Depot backing up Stock Clerk. Duties include stocking shelves, receiving and verifying goods from vendor deliveries, distributing to appropriate areas, and loading and unloading delivery trucks. The employee in this classification is also responsible for back up of ordering goods and supplies via Request to Purchase forms and Purchase Orders and keying information into the computer system to receive goods and to disperse goods. This position must also communicate with vendors and account clerks about goods. Work also includes responsibility for quarterly inventory of patient apparel, patients' clothes, and other items located in the patient rooms on the living areas.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of computer programs, various software, and general office equipment. Basic record keeping skills. Demonstrated ability to communicate effectively both verbally and in writing. Ability to lift and move heavy objects. Ability to always be courteous and professional with patients, employees, and the general public.

**METHOD OF SELECTION:** Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

**DEADLINE:** Until Filled

**EQUAL OPPORTUNITY EMPLOYER**

Click Here to Apply:

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>